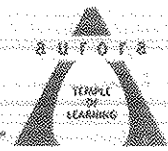


## **Minutes of Meeting of IQAC for the Year 2019-20**



## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 29<sup>th</sup> July, 2019

Time: 04:00pm

Venue: Conference Room

Presided over by

Dr. B. Madhubala

Director

#### Members present:

Dr. B. Madhubala, Director, Chairperson, IQAC

Dr. S. Pratibha, Coordinator

Dr. Ramesh B Nimmatoori, Secretary

Dr. Ch.Swathi, Professor

Ms. R. Sushma, Head, Department of Management

Mr. E. Devender Rao, Head, Department of Computer Applications

Mr.P.Somaiah, Librarian

Mr. N. Simhadri (AR)

Mr. D. Pavan Kumar, Alumnus

Mr. N. Sridhar Chunduri (Industry Nominee)

#### Agenda:

1. To review the actions initiated on the resolutions taken in the earlier meeting.
2. To inform about certificate programs for MBA and MCA students.
3. To discuss about constitution of IPR cell to promote innovation.
4. To discuss about conducting guest lecture on career opportunities.
5. To discuss collect student data base by the training and placement cell.
6. To discuss about preparation of MBA projects.

#### Discussions:

1. The meeting started with a welcome note by Prof. S. Pratibha, IQAC Coordinator and she presented action taken report on the decision of the IQAC meeting held on 28<sup>th</sup> June, 2019. She also informed the cell members that MBA III semester Student Academic manual CD's were issued to all the students by the class in charges. She also informed that preparation of MBA and MCA I semester Student Academic manuals are in process.
2. The Chairperson Dr. B.Madhubala, notified the cell members that Intellectual Property Rights (IPR) Cell has been constituted in the Institution on 24<sup>th</sup> July 2019. She informed that IPR cell provides a conducive environment and encourages the faculty to manage and protect their projects and research activities.

3. The chairman informed the cell members, a four-week certificate program on Quality Management has been conducted for MBA 3<sup>rd</sup> semester students from 4<sup>th</sup> to 27<sup>th</sup> July, 2019 and a six-week training program on Network security tools and best practices has been initiated on 15<sup>th</sup> July 2019 which will be completed by 21<sup>st</sup> August 2019.
4. Dr. Ramesh B Nimmatoori, Secretary advised the participants and faculty to review the consolidated research and development activities.
5. Ms. R.Sushma, informed the cell members that a guest lecture on 'Career Opportunities in various job roles of Financial Industry' was organized for MBA students on 2<sup>nd</sup> July 2019 and an orientation on Indianism and its relevance in improving communication skill to face interviews was organized on 13<sup>th</sup> July 2019. He further informed that certificate programs on R- language, Digital Marketing and Google Analytics for MBA and MCA students will be conducted in the month of August.
6. Mr. E. Devender Rao, informed the cell members that a core team of Student Placement coordinators were selected on 10<sup>th</sup> July 2019. She also informed that the student database for placements has been prepared on 16<sup>th</sup> July 2019.
7. Dr.Ch.Swathi, informed that the project work to be done by the students of MBA IV semester will be finalized in the next month. He also informed that internal guides will conduct briefing sessions on projects to the allotted students.
8. Mr.N. Sridhar Chunduri, opined that there is a need to provide more number of guest lectures for improving overall development of the students. He advised the cell members to conduct a certificate program on SPSS so as to impart statistical analysis to the students.

**Resolutions:**

1. It is resolved to finish the preparation of MBA and MCAI semester of Student Academic Manuals.
2. It is resolved to discuss about the guest lectures to be arranged in the next month.
3. It is decided to introduce a certificate program on SPSS in the next month.
4. It is resolved to conduct certificate programs on R- Language, Digital Marketing and Google Analytics for MBA and MCA students in the month of August.

The meeting was concluded with Vote of thanks proposed by IQAC Coordinator Dr. S.Pratibha.



  
Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 30<sup>th</sup> August, 2019  
Time: 04:00pm  
Venue: Conference Room

Presided over by  
Dr. B. Madhubala  
Director

#### Members present:

Dr. B. Madhubala, Director, Chairperson, IQAC  
Dr. S. Pratibha, Coordinator  
Dr. Ramesh B Nimmatoori, Secretary  
Dr. Ch. Swathi, Professor  
Ms. R. Sushma, Head, Department of Management  
Mr. E. Devender Rao, Head, Department of Computer Applications  
Mr. P. Somaiah, Librarian  
Mr. N. Simhadri (AR)  
Mr. D. Pavan Kumar, Alumnus  
Mr. N. Sridhar Chunduri (Industry Nominee)

#### Agenda:

1. To review the actions initiated on the resolutions taken in the earlier meeting.
2. To discuss about the conduct of orientation program for newly joining students.
3. To discuss about certificate programs offered on SPSS, R-language, Digital Marketing and Google Analytics in the current month.
4. To discuss about the conduct of guest lectures.

#### Discussions:

1. The meeting started with a welcome note by Prof. S. Pratibha, IQAC Coordinator and she presented action taken report on the decision of the IQAC meeting held on 30<sup>th</sup> August, 2019.
2. She further informed the cell members that a six-week certificate program on SPSS from 1<sup>st</sup> August to 7<sup>th</sup> September, 2019 for MBA students, a four-week certificate program on Digital Marketing from 21<sup>st</sup> August to 13<sup>th</sup> September, 2019 for MBA students, four-week training program on R-language from 5<sup>th</sup> August to 29<sup>th</sup> August 2019 and 6-week training program on Google Analytics from 22<sup>nd</sup> August to 28<sup>th</sup> September 2019 for MCA students have been offered.
3. The Chairperson Dr. B. Madhubala informed the cell members that the Induction Day – 2019 will be organized for the newly joining students in the next month. She

informed that as a part of it one week orientation program will be conducted for the students.


4. Dr. Ramesh B Nimmatoori, suggested to organize programs to develop the research skills among the faculty.
5. Ms.R.Sushma, informed the cell members that an orientation on project work was conducted for MBA III semester students on 8<sup>th</sup> August, 2019. He also informed that a live video demo session on 'Live Projects in Finance Specialization', was organized for MBA III semester students on 27<sup>th</sup> August, 2019. He also informed the cell members that an orientation program on Practical Strategies to be applied in FMCG Sector was conducted for MBA final year students on 17<sup>th</sup> August, 2019.
6. Dr. Ch.Swathi, informed the cell members that a guest lecture on 'Role of E-commerce in Health care Industry' on 1<sup>st</sup> August, 2019 and on 'Careers in Finance', was organized on 14<sup>th</sup> August 2019, for MBA students. Further a guest lecture on 'Anti Ragging Measures', on 23<sup>rd</sup> August 2019 and on Stress Management by Yoga on 28<sup>th</sup> August, 2019 was organized for the students of MBA and MCA.
7. Mr. E. Devender Rao, informed that placement database of final year students has been collected and submitted to Placement cell on 21<sup>st</sup> August, 2019. She further informed the cell members that bridge courses on Economics and Accounting principles for MBA 1<sup>st</sup> semester students and a bridge course on C- language for MCA 1<sup>st</sup> semester students have been planned to conduct in the next month.
8. Mr. N.Sridhar Chunduri, suggested for conduct of Campus Recruitment Training for the final year students of MBA and MCA.

**Resolutions:**

1. It is resolved to prepare a detailed schedule of activities for the orientation program.
2. It is resolved to conduct Faculty Development Program on SPSS in the next month.
3. It is resolved to conduct bridge courses on Economics, Accounting Principles and C-language in the month of September.
4. It is resolved to conduct Campus recruitment training program for the final year students.
5. It is resolved to conduct guest lecture for the students in the next month.

The meeting was concluded with Vote of thanks proposed by IQAC Coordinator Dr. S.Pratibha.



  
Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



**Internal Quality Assurance Cell (IQAC)**

**Minutes of the Meeting**

Date: 27<sup>th</sup> September, 2019

Time: 04:00pm

Venue: Conference Room

Presided over by

Dr. B.Madhubala

Director

**Members present:**

Dr. B. Madhubala, Director, Chairperson, IQAC  
Dr. S. Pratibha, Coordinator  
Dr. Ramesh B Nimmatoori, Secretary  
Dr. Ch.Swathi, Professor  
Ms. R. Sushma, Head, Department of Management  
Mr. E. Devender Rao, Head, Department of Computer Applications  
Mr.P.Somaiah, Librarian  
Mr. N. Simhadri (AR)  
Mr. D. Pavan Kumar, Alumnus  
Mr. N. Sridhar Chunduri (Industry Nominee)

**Agenda:**

1. To discuss about the actions initiated on the resolutions taken in the earlier meeting.
2. To discuss about the conduct of orientation program.
3. To discuss about organizing Faculty Development Program on SPSS.
4. To discuss about of conduct of bridge courses in Economics, Accounting Principles and C-language.
5. To discuss about the guest lectures organized.



**Discussions:**

1. The meeting started with a welcome note by Prof. S.Pratibha, IQAC Coordinator and she presented the action taken report on the decisions of the IQAC meeting held on 27<sup>th</sup> September, 2019.
2. She also informed the cell members that bridge courses on Economics and Accounting Principles were conducted for first year MBA students and Bridge course on C-language was conducted for first year MCA students from 23<sup>rd</sup> September to 19<sup>th</sup> October, 2019.
3. The Chairperson Dr.B. Madhubala informed the cell members that one week orientation program was conducted for newly joined students of MBA and MCA from 4<sup>th</sup> to 18<sup>th</sup> September, 2019 in the campus and finally Induction Day -Alaap was organized on 19<sup>th</sup> September, 2019. She informed that she has attended 6<sup>th</sup> Edition India CFO Summit on 6<sup>th</sup> September, 2019 at Taj Deccan, Hyderabad.
4. Dr. Ramesh B Nimmatoori, suggested to organize Mini Convocation - Samaroh for the year 2019 in the next month.
5. Ms.R.Sushma informed the cell members that Faculty Development Program on 'Research Methodology Using SPSS' was conducted successfully from 24<sup>th</sup> to 30<sup>th</sup> September, 2019.
6. Mr. E.Devender Rao informed that 60 hours of CRT program has been organized for the final year students of MBA and MCA from 23<sup>rd</sup> September to 5<sup>th</sup> October, 2019. She further told that the Women's club of the college is planning to celebrate International Girls Child Day in the next month.
7. Mr.P.Somaiah informed the cell members renewal of J-Gate and DELNET will be done in the next month.
8. Dr. Ch.Swathi informed that a guest lecture on 'Mental Health awareness among students – A lead towards future' was conducted on 7<sup>th</sup> September, 2019.
9. Mr. N. Sridhar Chunduri suggested the cell members to conduct a certificate program on MATLAB for MCA students.

**Resolutions:**

1. It is resolved to organize Mini-Convocation Samaroh 2019 in the month of October.

2. It is resolved to renew J-Gate and DELNET in the next month.
3. The cell members have decided to organize certificate program on MAT LAB in the next month.
4. It is resolved to celebrate International Girl Child Day in the next month.
5. It is resolved to participate in the activities conducted by the NSS Cell and Cultural Club of the Institute.

The meeting was concluded with Vote of thanks proposed by IQAC Coordinator Dr. S.Pratibha.



Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.





**Internal Quality Assurance Cell (IQAC)**

**Minutes of the Meeting**

Date: 26<sup>th</sup> October, 2019  
Time: 04:00pm  
Venue: Conference Room

Presided over by  
Dr. B.Madhubala  
Director

**Members present:**

Dr. B. Madhubala, Director, Chairperson, IQAC  
Dr. S. Pratibha, Coordinator  
Dr. Ramesh B Nimmatoori, Secretary  
Dr. Ch.Swathi, Professor  
Ms. R. Sushma, Head, Department of Management  
Mr. E. Devender Rao, Head, Department of Computer Applications  
Mr.P.Somaiah, Librarian  
Mr. N. Simhadri (AR)  
Mr. D. Pavan Kumar, Alumnus  
Mr. N. Sridhar Chunduri (Industry Nominee)

**Agenda:**

1. To review the actions initiated on the resolutions taken in the earlier meeting.
2. To inform about the CRT program conducted for final year students.
3. To discuss about certificate program on MATLAB for MCA students.
4. To inform about renewal of J- Gate and DELNET.
5. To discuss about Mini Convocation – Samaroh for the year 2019.
6. To discuss about proposal of conducting training program on UGC NET Examinations – Management for faculty.
7. To discuss about the arrangement of Library Week celebrations.

**Discussions:**

1. The meeting started with a welcome note by Prof. S.Pratibha, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 27<sup>th</sup> September, 2019. She informed the cell members about the activities conducted by NSS cell and Cultural Club of the Institute during the month of October, 2019. The activities include the faculty coordinators of NSS cell along with the students have participated in Cancer Awareness Run on 13<sup>th</sup> October, 2019, the institute has observed National Unity Day on 31<sup>st</sup> October, 2019 and the Cultural club has organised Batukamma Celebrations on 4<sup>th</sup> October and Diya Decoration Competition on 23<sup>rd</sup> October, 2019.
2. The chairman informed with the cell members about Mini Convocation – Samaroh was organized on 26th October, 2019 at Shilpakala Vedika, Madhapur, Hyderabad during which the students with academic excellence are awarded gold medals and merit certificates. She also informed the cell members a four-week certificate program on MATLAB from 10<sup>th</sup> October to 3<sup>rd</sup> November, 2019 has been offered for MCA students.
3. Dr. Ramesh B Nimmatoori, suggested the IQAC to organize one week Training program for faculty on UGC NET Examinations - Management in the next month.
4. Ms. R.Sushma informed the cell members that, 60 hours Campus Recruitment Training Programme covering logical reasoning, aptitude and communication skills for final year students of MBA and MCA in the association with Face Institute has been conducted from 23<sup>rd</sup> September to 5<sup>th</sup> October, 2019. He also stated that three students of MBA have place through campus placements in Deloitte with the highest salary package of 6.75 lakhs per annum.
5. The other cell members have appreciated the students and the faculty for their continuous efforts for achieving good placements record.
6. Mr. E. Devender Rao, informed celebrated International Girls Child Day by conducting Collage competition on the themes of Child Marriage, Education Inequality, Gender-Based Violence, Climate Change and Self-Esteem of Girls for students in association with Women Empowerment Cell on 22<sup>nd</sup> October, 2019.
7. Dr. Ch. Swathi informed the cell members that Bridge courses on Accounting and Economics were offered for MBA students and Bridge course on C- language were offered for 1<sup>st</sup> year students of MBA and MCA from 5<sup>th</sup> to 29<sup>th</sup> September, 2019.
8. Mr. P.Somaiah, informed the cell the members that J- Gate was renewed on 21<sup>st</sup> October, 2019 and DELNET was renewed on 31<sup>st</sup> October, 2019. Further she

proposed to celebrate Library week from 14<sup>th</sup> to 20<sup>th</sup> November, 2019. She informed the cell members, during the week long celebrations Essay writing, debate competitions, Book exhibitions, book review activity and guest lecture will be organized.

9. Mr.N. Sridhar Chunduri, opined that the students need to be provided training on MS-Office and on GST. He suggested organizing a Certificate Program on MS-Office and aGST for MBA III semester students in the next month.


10. Mr. D. Pavan Kumar, suggested IT Club to conduct collage competition and quiz for MCA students on the occasion of Internet Day in the next month.

**Resolutions:**

1. It is resolved to organize one week Training Programme on UGC Examinations - Management in the month of November, 2019.
2. The members have decided to celebrate Library Week in the month of November, 2019.
3. The members have decided to organize a Certificate Program on GST and training program on MS- Office for MBA students in the month of November.
4. It is resolved to celebrate Internet Day on 1<sup>st</sup> November, 2019.

The meeting concluded with Vote of thanks proposed by IQAC Coordinator.



  
Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.

**Internal Quality Assurance Cell (IQAC)**

**Minutes of the Meeting**

Date: 30<sup>th</sup> November, 2019

Time: 04:00pm

Venue: Conference Room

Presided over by

Dr. B.Madhubala

Director

**Members present:**

Dr. B. Madhubala, Director, Chairperson, IQAC

Dr. S. Pratibha, Coordinator

Dr. Ramesh B Nimmatoori, Secretary

Dr. Ch.Swathi, Professor

Ms. R. Sushma, Head, Department of Management

Mr. E. Devender Rao, Head, Department of Computer Applications

Mr.P.Somaiah, Librarian

Mr. N. Simhadri (AR)

Mr. D. Pavan Kumar, Alumnus

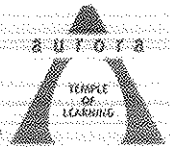
Mr. N. Sridhar Chunduri (Industry Nominee)

**Agenda:**

1. To review the actions initiated on the resolutions taken in the earlier meeting.
2. To inform about the certificate programs.
3. To inform about the reviewing of NAAC all parameters for the submission of AQAR
4. To discuss about organizing workshop on Tally for MBA students.
5. To discuss about training program on UGC NET Examinations – Management.

**Discussions:**

1. The meeting started with a welcome note by Prof. S.Pratibha, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 26<sup>th</sup>October, 2019. She also informed the cell members that a four-week training program on MS-Office has been organized for MBA III semester students from 4<sup>th</sup> to 28<sup>th</sup> November, 2019 and a four certificate program on GST for MBA 1<sup>st</sup>semester students has been organizing from 25<sup>th</sup> November to 19<sup>th</sup> December 2019.
2. The chairman, Dr. B.Madhubala, informed the cell members that the portal for submission of AQAR is opened from 2<sup>nd</sup> November, 2019. She advised IQAC members to pursue the work of all NAAC parameters for the submission of AQAR for 2018-19 immediately.

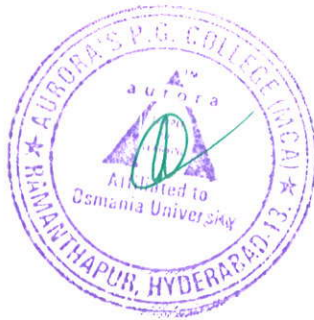


3. She informed the cell members that a six-week training program on Tally for MBA 1<sup>st</sup> semester students has been planned to organize from 2<sup>nd</sup> December, 2019 to 3<sup>rd</sup> January, 2020.
4. She further informed that the Internal Quality Assurance Cell in association with Research and Development Cell has been organizing a One Week Training Program on UGC NET Examinations –Management from 26<sup>th</sup> November to 2<sup>nd</sup> December, 2019. She said around 100 faculty members from various colleges have been attending in the training program.
5. Dr. Ramesh B Nimmatoori, suggested the IQAC coordinator to review NAAC parameters.
6. Ms. R.Sushma informed the cell members that, the NSS cell of the Institute has organized a Blood Donation Camp and Visit to Orphanage as a part of social service. He also proposed for conducting workshop on Tally for MBA students to get the first - hand experience on Tally.
7. Mr. E. Devender Rao, informed IT club organized Internet Day on 1<sup>st</sup> November, 2019 during this occasion collage making competition and quiz were conducted and a guest lecture on New trends of Information Technology was organized on 2<sup>nd</sup> November, 2019.
8. Dr. Ch. Swathi, notified that five faculty members have completed online certificate courses of their interested areas from NPTEL and also participated in One week training program on UGC NET – Management organized in the campus during the month of November, 2019.
9. Mr. P.Somaiah stated that, the Library week celebrations were held from 14<sup>th</sup> to 20<sup>th</sup> November, 2019. She informed the cell members, during the week-long celebrations Essay writing, Debate competitions, Book exhibitions, Book review activity and Guest lecture have been organized. She informed that it is planned to download e-books of management and computer applications and upload them in D- space.
10. Mr. N. Sridhar Chunduri, advised to organize more guest lectures and workshops on various fields for the students of MBA and MCA.

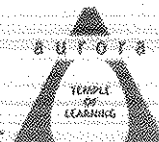
**Resolutions:**

1. It is resolved to review the work of NAAC all six parameters.
2. The members have decided to conduct training program on Tally for students in the month of December, 2019.
3. It is resolved to establish Center for Excellence with Henotics Pvt. Ltd in the next month.
4. To is resolved to download e-books relating to management and computer applications and to upload them in D- space.
5. It is resolved to organize more guest lectures in the month of December, 2019.
6. It is resolved to conduct workshop on Big Data Analytics for MCA students.

The meeting concluded with Vote of thanks proposed by IQAC Coordinator.



  
Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 30<sup>th</sup> December, 2019

Time: 04:00pm

Venue: Conference Room

Presided over by

Dr. B.Madhubala

Director

#### Members present:

- Dr. B. Madhubala, Director, Chairperson, IQAC
- Dr. S. Pratibha, Coordinator
- Dr. Ramesh B Nimmatoori, Secretary
- Dr. Ch.Swathi, Professor
- Ms. R. Sushma, Head, Department of Management
- Mr. E. Devender Rao, Head, Department of Computer Applications
- Mr.P.Somaiah, Librarian
- Mr. N. Simhadri (AR)
- Mr. D. Pavan Kumar, Alumnus
- Mr. N. Sridhar Chunduri (Industry Nominee)

#### Agenda:

1. To review the actions initiated on the resolutions taken in the earlier meeting.
2. To inform about the establishment of Center for Excellence.
3. To discuss on the activities conducted by NSS cell during the month of December.
4. To discuss about preparation of MBA II and IV semesters and MCA II, IV and VI semesters Student Academic Manuals, academic calendars, work load and time tables.
5. To discuss about certificate programs.
6. To discuss about the celebration of National girl child day.

#### Discussions:

1. The meeting started with a welcome note by Prof. S.Pratibha, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 30<sup>th</sup> November, 2019. She also informed the cell members that a six-week training program on Web Inter face is proposed for MCA students during the month of January, 2020.
2. The chairman, Dr. B.Madhubala, The chairman, Dr. M. Madhavi, informed the cell members that IQAC has established Center for Excellence with Henotics Pvt. Ltd on 18<sup>th</sup> December 2019. She directed the Departmental Heads of MBA and MCA to prepare even semesters Student Academic Manuals, academic calendars, workload

and time for the forth coming semester. She also advised to conduct curriculum gap analysis for forthcoming semesters of MBA and MCA courses.

3. Ms. R.Sushma, informed the cell members various guest lectures include Balanced Diet for Girls, Importance of Communication Skills in the Corporate World, Career opportunities in SAP, Anti-corruption were organized for students of MBA and MCA during the month of December, 2019.
4. Mr. E. Devender Rao, stated a workshop on Python on 4<sup>th</sup> December, 2019 and a guest lecture on Big Data Analytics: A demand for Artificial Learning and Machine Learning on 21<sup>st</sup> December, 2019 were conducted for MCA students.
5. Mr. P. Somaiah, informed the cell members that the nearly 100 e-books were download and uploaded in D space. The cell members advised to download the Thesis from Shodhganga to make available in D space.
6. Mr. N. Sridhar Chunduri, suggested to offer Workshop on Tally for MBA students and Training Program on Web Interfaces for MCA students during the month of January, 2020.
7. Mr. D.Pavan Kumar, advised to give more orientation on interview skills for students to make them more employable and helps in placing reputed organizations. He also advised to conduct an activity for students from IPR Cell in the next month.

**Resolutions:**

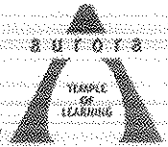
1. It is resolved to conduct curriculum gap analysis for the forthcoming semesters in the month of January.
2. The members have decided to conduct a training program on Wen Interfaces for MCA students in the month of January, 2020.
3. It is resolved to download thesis from Shodhganga in the next month.
4. It is decided to conduct group discussion on IPR for students.

The meeting concluded with Vote of thanks proposed by IQAC Coordinator.



  
Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.





## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 30<sup>th</sup> January 2020  
Time: 04:00pm  
Venue: Conference Room

Presided over by  
Dr. B. Madhubala  
Director

#### Members present:

Dr. B. Madhubala, Director, Chairperson, IQAC  
Dr. S. Pratibha, Coordinator  
Dr. Ramesh B Nimmatoori, Secretary  
Dr. Ch.Swathi, Professor  
Ms. R. Sushma, Head, Department of Management  
Mr. E. Devender Rao, Head, Department of Computer Applications  
Mr.P.Somaiah, Librarian  
Mr. N. Simhadri (AR)  
Mr. D. Pavan Kumar, Alumnus  
Mr. N. Sridhar Chunduri (Industry Nominee)

#### Agenda:

1. To review the actions initiated on the resolutions taken in the earlier meeting.
2. To discuss about training program on Web Interfaces conducted for MCA students.
3. To discuss about curriculum gap analysis conducted for forthcoming semesters.
4. To discuss about organizing Aurora Bazaar in the coming month.
5. To discuss regarding club activities to be organized in the next month.

#### Discussions:

1. The meeting started with a welcome note by Prof. S.Pratibha, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 30<sup>th</sup> December, 2019. She informed the cell members that a six-week training program on Web Interfaces for MCA students 20<sup>th</sup> January to 26<sup>th</sup> February, 2020.
2. The chairman, Dr. B.Madhubala, informed them that the IPR cell of the Institute has conducted Group discussion on “Intellectual Property Rights – Its importance for Management and Computer Professionals” on 9<sup>th</sup> January, 2020.
3. She also informed them students have participated in live interaction program “Pariksha Pe Charcha” on 20<sup>th</sup> January, 2020.
4. Dr. Ramesh B Nimmatoori, suggested the IQAC to organize more number of guest lectures in the month of February, 2020.




5. Ms. R.Sushma , informed the cell members that on 6<sup>th</sup> January 2020, the college has organized a collage making competitions for the students on the occasion of National Technology Day. He informed that the college has observed National Youth Day on 12<sup>th</sup>, Republic Day on 26<sup>th</sup> and also Martyr's Day on 30<sup>th</sup> January, 2020. He also informed them Aurora's Foundation has also been celebrated on 30<sup>th</sup> January, 2020.
6. Mr. E. Devender Rao, informed the cell members that curriculum gap analysis of MBA and MCA courses for the forthcoming semesters has been conducted by IQAC during the month of January and got approval by college level academic committee for introducing additional modules for students. She also informed about Sarojini Naidu birth anniversary will be celebrated on 13<sup>th</sup> February, 2020.
7. Mr.P.Somaiah, notified the cell members that more than 200 thesis related to Management and Computer Applications were downloaded from the Sodhganga and available in the digital library for faculty and students reference. She also informed that Literary Club of the College – Adhyayan has planned to celebrate International Mother Language Day on 21<sup>st</sup> February, 2020.
8. Mr. N. Sridhara Chunduri, suggested to offer a certificate program on Project Management for MBA students because the course will help the students to get employment opportunities in IT, manufacturing, finance, healthcare, and other exciting industries as project managers.
9. Mr. D. Pavan Kumar, suggested IQAC members to collect alumni feedback on curriculum implementation from the current alumni batch of MBA and MCA courses.

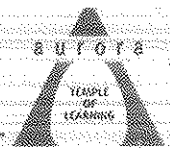
**Resolutions:**

1. It is resolved to conduct a four-week certificate program on Project Management in the next month.
2. It is resolved to celebrate birth anniversary of Sarojini Naidu on 13<sup>th</sup> February, 2020.
3. It is planned to celebrate International Mother Language Day.
4. It is resolved to organize Aurora Bazaar in the next month.
5. It is resolved to organize more guest lectures in month of February.

The meeting concluded with Vote of thanks proposed by IQAC Coordinator.



  
Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 27<sup>th</sup> February 2020  
Time: 04:00pm  
Venue: Conference Room

Presided over by  
Dr. B. Madhubala  
Director

#### Members present:

Dr. B. Madhubala, Director, Chairperson, IQAC  
Dr. S. Pratibha, Coordinator  
Dr. Ramesh B Nimmatoori, Secretary  
Dr. Ch. Swathi, Professor  
Ms. R. Sushma, Head, Department of Management  
Mr. E. Devender Rao, Head, Department of Computer Applications  
Mr. P. Somaiah, Librarian  
Mr. N. Simhadri (AR)  
Mr. D. Pavan Kumar, Alumnus  
Mr. N. Sridhar Chunduri (Industry Nominee)

#### Agenda:

1. To review the actions initiated on the resolutions taken in the earlier meeting.
2. To discuss regarding curriculum gap analysis of MBA and MCA courses for the forthcoming semesters.
3. To discuss about faculty achievements during the month of February.
4. To discuss about the certificate Program on Project Management conducted in the month of February.
5. To discuss various club activities organized in the month of February.

#### Discussions:

1. The meeting started with a welcome note by Prof. S. Pratibha, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 30<sup>th</sup> January 2020. She informed the cell members that a four-week certificate program on Project Management for MBA students has been organizing from 17<sup>th</sup> to February to 12<sup>th</sup> March 2020.
2. The chairman, Dr. B. Madhubala, informed the cell members to enrich marketing skills and make students exhibit their entrepreneurial skills, Cultural Club-Aarop organised "Aurora Bazaar" on 29<sup>th</sup> February, 2020. She informed that some of the faculty members have presented papers in International multi-disciplinary seminar on Changing Dynamics of Commerce & Management for Sustainable Growth, organized

by Chargu Kana Thakur Arts, Commerce & Science College, New Panvel on 5th & 6th February, 2020.

3. She informed the cell members that 15 faculty members of MBA and MCA have participated in Workshop on "Project Guidance", Organized by Department of Management, University College of Commerce and Business Management, Hyderabad in association with ICSSR on 15<sup>th</sup> February, 2020.
4. The cell members are informed that curriculum gap analysis of MBA and MCA courses for the forthcoming semesters has been conducted by IQAC during the month of January and got approval by college level academic committee for introducing additional modules for students.
5. Dr. Ramesh B Nimmatoori, appreciated the faculty members. He also advised to conduct a training program on Public Speaking for both MBA and MCA students.
6. Ms. R. Sushma, informed the cell members that various guest lectures were organized in the month of February. The Guest Lectures organized include "Entrepreneurship as Career" on 12<sup>th</sup>, "Technological Innovation, Entrepreneurship and Development" on 18<sup>th</sup>, "Career Prospects for MBA" on 19<sup>th</sup> and "Job Opportunities in MNC's & Career Prospects" on 24<sup>th</sup> February, 2020.
7. Mr. E. Devender Rao, informed the cell members about Sarojini Naidu birth anniversary will be celebrated on 13<sup>th</sup> February, 2020. On that occasion, Anvita-Women's Club, an Essay Writing competition was conducted on the theme 'Gender Equality' for MBA I Year students. She also informed the cell members that International Women's Day celebrations will be celebrated in the next month.
8. Mr.P.Somaiah, notified the cell members that more than 200 thesis related to Management and Computer Applications were downloaded from the Soghganga and available in the digital library for faculty and students reference. She informed that Literary Club of the College – Adhyayan has planned to celebrate International Mother Language Day on 21<sup>st</sup> February, 2020.
9. Mr. N.Sridhar Chunduri, suggested to have Memorandum of Understanding with Young Indians Yi-Yuva, Hyderabad Chapter an integral part of the Confederation of Industry(CII) for the year 2020-2021
10. Mr. D.Pavan Kumar, suggested to conduct project review seminars in the next month for MBA IV semester students.

**Resolutions:**

1. It is decided to celebrate International Women's Day for one week.
2. It is decided to enter into an MOU with Young Indians, Hyderabad chapter, an integral part of CII for the academic year 2020-21.
3. It also decided to conduct project review seminars.
4. It is resolved to conduct a four - week training program on Public speaking for MBA and MCA students in the month of March.

The meeting concluded with Vote of thanks proposed by IQAC Coordinator.



  
Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.

## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 28<sup>th</sup> March 2020

Time: 04:00pm

Venue: Online plat form – Google Meet

Presided over by

Dr. B. Madhubala  
Director

#### Members present:

Dr. B. Madhubala, Director, Chairperson, IQAC  
Dr. S. Pratibha, Coordinator  
Dr. Ramesh B Nimmatoori, Secretary  
Dr. Ch.Swathi, Professor  
Ms. R. Sushma, Head, Department of Management  
Mr. E. Devender Rao, Head, Department of Computer Applications  
Mr.P.Somaiah, Librarian  
Mr. N. Simhadri (AR)  
Mr. D. Pavan Kumar, Alumnus  
Mr. N. Sridhar Chunduri (Industry Nominee)

#### Agenda:

1. To review the actions initiated on the resolutions taken in the earlier meeting.
2. To discuss about conducting online classes during the pandemic situation.
3. To discuss about certificate program on Project Management.
4. To discuss about project review seminars for MBA students.
5. To discuss about organizing national library week in the month of April.
6. To discuss about the feedback collected from alumni, parents and employers on curriculum implementation.

#### Discussions:

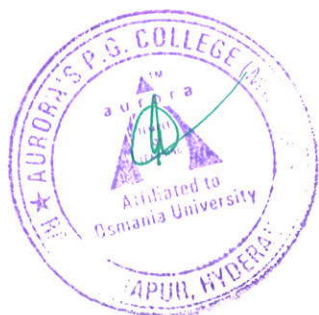
1. The meeting started with a welcome note by Prof. S.Pratibha, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 27<sup>th</sup> February 2020. She also informed the cell members that a four-week training program on Public Speaking Skills has been offered for both MBA and MCA students from 11<sup>th</sup> March to 4<sup>th</sup> April 2020. She further informed them that it is planned to conduct a six week workshop on Entrepreneurial Skills for MBA students in the next month.
2. The chairman, Dr. B.Madhubala, directed the Departmental Heads to plan for online classes for MBA and MCA courses as the Government of India has announced complete lockdown for the whole country.


3. She advised the departmental heads of MBA and MCA to conduct the online classes immediately through EDMODO, online platforms Google meet and Zoom. She also directed them to collect feedback from Alumni, parents and employers on curriculum implementation.
4. Ms.R.Sushma, informed the cell members faculty of MBA department conducted MBA IV students project review seminars during the month of March and students will complete and submit their hard bound copies of Project reports to the department by April.
5. Mr. E. Devender Rao, informed about the cell members that International Women's' Day was celebrated by Women's' club of the college – Anvitha for one week from 3<sup>rd</sup> to 8<sup>th</sup> March, 2020. As a part of international women's day celebrations various competitions were conducted for girl students and for female faculty members and their talents were appreciated on international women's' day ie. 8<sup>th</sup> March 2020.
6. Mr. P.Somaiah, proposed the celebrations of National Library Week during the month. The cell members advised to celebrate National Library Week through online platforms Google Meet or Zoom.
7. Mr. N. Sridhar Chunduri, suggested to motivate the faculty and students towards participation of awareness programs on precautions to be followed at time of pandemic situation.

**8. Resolutions:**

1. It is resolved to conduct online classes immediately using EDMODO, Google meet and Zoom.
2. To conduct a four week certificate program on Entrepreneurial skills for MBA students in the coming month.
3. It is resolved to organize National Library Week through online.
4. It is resolved to collect feedback from Alumni, parents and employers on curriculum implementation.
5. The members have decided to motivate faculty and students to participate more in webinars and awareness programs on precautions to be followed during the time of pandemic.

The meeting concluded with Vote of thanks proposed by IQAC Coordinator.



  
Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.



## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 29<sup>th</sup> April, 2020

Time: 04:00pm

Venue: Online platform – Google Meet

Presided over by

Dr. B. Madhubala

Director

#### Members present:

Dr. B. Madhubala, Director, Chairperson, IQAC  
Dr. S. Pratibha, Coordinator  
Dr. Ramesh B Nimmatoori, Secretary  
Dr. Ch. Swathi, Professor  
Ms. R. Sushma, Head, Department of Management  
Mr. E. Devender Rao, Head, Department of Computer Applications  
Mr. P. Somaiah, Librarian  
Mr. N. Simhadri (AR)  
Mr. D. Pavan Kumar, Alumnus  
Mr. N. Sridhar Chunduri (Industry Nominee)

#### Agenda:

1. To review the actions initiated on the resolutions taken in the earlier meeting.
2. To review on the online classes of MBA, MCA and IMBA courses.
3. To inform the cell members about the feedback collected from Alumni, parents and employers.
4. To discuss about workshop on Entrepreneurial skills
5. To inform about the services rendered by NSS cell during the period of Lockdown.

#### Discussions:

1. The meeting started with a welcome note by Prof. S. Pratibha, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 28<sup>th</sup> March, 2020. She informed the cell members that online classes have been commenced since first week of April using LMS – Edmodo. She also informed them that the faculty were instructed to send PPTs, Notes, Assignments and Quiz via EDMODO.
2. She informed the board members that faculty have also taken online classes using Zoom and Google meet platforms.
3. She also informed the cell members that the NSS cell of the college has distributed food, water, sanitizers and masks to the needy people during the period of lockdown. The cell members have appreciated NSS cell for its social outreach.

4. The cell members are also informed about the certificate program on Entrepreneurial skills conducted for four weeks for MBA students using Google meet from 8<sup>th</sup> April to 2<sup>nd</sup> May 2020.
5. The chairman, Dr. B.Madhubala, directed the Departmental Heads of MBA and MCA to collect monthly report of online classes from the respective subject faculty. She also instructed them to collect student feedback on curriculum implementation for MBA and MCA courses in the month of May.
6. She informed the cell members that the stakeholders were very much satisfied with the curriculum implementation and they have given certain suggestions for better implementation of curriculum.
7. Dr. Ramesh B Nimmatoori, Secretary, instructed to prepare student academic manual for the forthcoming semesters of MBA and MCA courses.
8. Ms. R. Sushma and Mr. E. Devender Rao informed the cell members have informed the cell members that the alumni, parents and employers' feedback has been collected on curriculum implementation for MBA and MCA courses. They informed the cell members that the stakeholders have given very good feedback on the curriculum implementation.
9. Ms. Ch. Swathi, Professor, informed that IQAC is planning to organize a two days orientation programme for faculty as well as for students on UG CNET examinations in the month of May. She also informed them A webinar on master on five fingers for Success 29<sup>th</sup> April 2020 has been conducted for both MBA and MCA students. She further informed about a four week certificate program on Academic and Research writing for MBA students to be conducted in the next month.
10. Mr. E Devender Rao, informed the cell members the college has organized World Heritage Day with the theme of is "Shared Culture', 'Shared heritage' and 'Shared responsibility using online platforms for MBA and MCA students. She acknowledged the cell members that the students have actively participated by sending photographs related to the event.
11. Mr. P. Somaiah, informed the cell members internal audit was conducted by the internal audit committee during the month of April.

12. Mr. N. Sridhar Chunduri, suggested to encourage the faculty members to participate in more webinars on use of ICT in teaching so that the faculty will get awareness about the latest teaching aids in the context of taking online classes.

**Resolutions:**

1. It is resolved to collect monthly reports of online classes from the respective subject faculty.
2. It decided to collect to student feedback on curriculum implementation in the next month.
3. It is resolved to prepare student academic manual for the forthcoming semesters of MBA and MCA courses.
4. It is resolved to conduct a two days orientation programme on UGC NET examination in the next month.
5. It is resolved to conduct a four-week certificate program on Academic and Research writing in the month of May.

The meeting concluded with Vote of thanks proposed by IQAC Coordinator.



  
Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.

**Internal Quality Assurance Cell (IQAC)**

**Minutes of the Meeting**

Date: 25<sup>th</sup> May, 2020

Time: 04:00pm

Venue: Online platform – Google Meet

Presided over by

Dr. B. Madhubala

Director

**Members present:**

- Dr. B. Madhubala, Director, Chairperson, IQAC
- Dr. S. Pratibha, Coordinator
- Dr. Ramesh B Nimmatoori, Secretary
- Dr. Ch. Swathi, Professor
- Ms. R. Sushma, Head, Department of Management
- Mr. E. Devender Rao, Head, Department of Computer Applications
- Mr. P. Somaiah, Librarian
- Mr. N. Simhadri (AR)
- Mr. D. Pavan Kumar, Alumnus
- Mr. N. Sridhar Chunduri (Industry Nominee)

**Agenda:**

1. To review the actions initiated on the resolutions taken in the earlier meeting.
2. To review on the online classes of MBA, MCA and IMBA courses.
3. To discuss about Two days Orientation programme on UGC NET examinations organized by IQAC.
4. To review the progress of NAAC all criteria work in the view of AQAR submission
5. To discuss about the preparation of student academic manual for the forthcoming semesters.
6. To discuss about the feedback taken from the students on curriculum implementation.

**Discussions:**

1. The meeting started with a welcome note by Prof. S. Pratibha, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 29<sup>th</sup> April, 2020. She also informed the cell members about the successful completion of two days orientation programme on UGC NET examinations conducted on 21<sup>st</sup> and 22<sup>nd</sup> May 2020. She told that around 150 faculty and students have participated in the programme.
2. She further informed the cell members that a four-week certificate program on Academic and Research writing has been conducted for MBA students from 4<sup>th</sup> to 28<sup>th</sup> May, 2020 using Google meet platform.

3. The chairman, Dr. B.Madhubala, advised the IQAC coordinator and other cell members to review the progress of NAAC all criteria work in view of AQAR submission to the NAAC authorities for the academic year 2019-20. She informed the cell members that monthly reports of online classes were collected from the respective subject faculty.
4. She informed the cell members that the student feedback has been collected and the students were very much satisfied with the curriculum implementation even at the crisis situation.
5. Dr. Ramesh B Nimmatoori, Secretary, suggested to continue online classes using LMS – EDMODO and online platforms Google meet and zoom. He also provided certain suggestions relating to NAAC work.
6. Ms. R.Sushma, informed the members of the IQAC that with the suggestion of Mr. N. Sridhar Chunduri faculty members are encouraged to participate in Webinars on use of ICT in teaching. He told them that a good number of faculty members have participated in several webinars and acquainted with the use of latest technology while teaching in online classes.
7. Mr. E. Devender Rao, briefed about the details of the placements conducted and internship programs organized for the students.
8. Ms. Ch, Swathi, Professor, informed the cell members the preparation of student academic manual has been started by allocating the preparation of session plans to the concerned faculty.
9. Mr. N. Sridhar Chunduri, advised to conduct a four-week training program on Competency Development which improves competencies of the students. He also suggested to implement a sophisticated ERP system to manage the database of the college. Advised to conduct a student activity by emphasizing on marketing subject.
10. Mr. N. Simhadri, opined that there is a need for conducting a training program on implementation of New ERP to be implemented in the college. The cell members have decided to organize a training program.

**Resolutions:**

1. It is resolved to continue online classes using EDMODO and online platforms Google meet and Zoom to finish the syllabus.
2. It is resolved to incorporate the suggestions provided by cell members relating to NAAC work.
3. It is resolved to conduct a four-week certificate program on Competency Development in the next month.
4. It is decided to implement ERP system using a software- Master soft in the college.
5. It decided to conduct a training program for administrative staff in the month of June.
6. It is resolved to conduct a national level quiz for a week in the area of marketing.

The meeting concluded with Vote of thanks proposed by IQAC Coordinator.



  
Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.

## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

Date: 27<sup>th</sup> June, 2020

Time: 04:00pm

Venue: Online platform – Google Meet

Presided over by

Dr. B. Madhubala

Director

#### Members present:

Dr. B. Madhubala, Director, Chairperson, IQAC  
Dr. S. Pratibha, Coordinator  
Dr. Ramesh B Nimmatoori, Secretary  
Dr. Ch. Swathi, Professor  
Ms. R. Sushma, Head, Department of Management  
Mr. E. Devender Rao, Head, Department of Computer Applications  
Mr. P. Somaiah, Librarian  
Mr. N. Simhadri (AR)  
Mr. D. Pavan Kumar, Alumnus  
Mr. N. Sridhar Chunduri (Industry Nominee)

#### Agenda:

1. To review the actions initiated on the resolutions taken in the earlier meeting
2. To review on the online classes conducted during the last month.
3. To review the progress of NAAC all criteria work in the view of AQAR submission
4. To discuss about the preparation of student academic manual for the forthcoming semesters.
5. To discuss about the certificate program on Competency Development
6. To discuss about the implementation of ERP – Mastersoft in the college
7. To discuss about the national level marketing E- quiz conducted in the month of June.

#### Discussions:

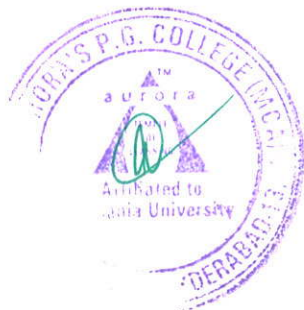
1. The meeting started with a welcome note by Prof. S. Pratibha, IQAC Coordinator and she presented action taken report on the decisions of the IQAC meeting held on 25<sup>th</sup> May, 2020. She informed the cell members that a four-week certificate program on Competency Development has been conducted for MBA students from 3<sup>rd</sup> to 27<sup>th</sup> June, 2020 using Google meet platform.
2. The chairman, Dr. B. Madhubala, informed the cell members that preparation of student academic manual for I and IV semesters of MBA course is in process. She also informed the cell members that a one-week national level marketing E- quiz has been conducted from 15<sup>th</sup> June to 22<sup>nd</sup> June 2020. She also reported them that there is a good student response from various colleges throughout the country.


3. Dr. Ramesh B Nimmatoori, Secretary, appreciated the team for organizing national level marketing E- quiz for one week in the pandemic situation and advised the cell members to plan for such programs in coming future.
4. Ms. R.Sushma, informed that the both the MBA and MCA students were undergone summer internship to get practical experience.
5. Mr. E. Devender Rao, briefed about the details of the placements conducted and internship programs organized for the students.
6. The cell members have decided to collect the data base relating to internship and students placements for the academic year 2019-20.
7. Mr. P. Somaiah, informed the cell members that a the library of auroras PG college is palling to organize a webinar on J- Gate for faculty on 6<sup>th</sup> July 2020. She said that this webinar will be helpful for the participants to discover all scholarly E- journal literature.
8. Mr. N. Sridhar Chunduri, advised the faculty and students to participate in more webinars on various fields so as to enhance their knowledge and skills.
9. Mr. N. Simhadri, informed the cell members that IQAC has conducted a training programme on application of Master soft for administrative staff during the month of June.

**Resolutions:**

1. It is resolved to incorporate the suggestions provided by cell members relating to NAAC work.
2. To encourage the faculty and students to participate various webinars in the coming future.
3. To pursue the summer internship of the students by allocating internal guides to them.
4. It is resolved collect updated internship and placements data by the training and placement cell.

The meeting concluded with Vote of thanks proposed by IQAC Coordinator.



  
Internal Quality Assurance Cell  
Aurora PG College (MCA)  
Ramanthapur, Hyderabad-13.




## **Action taken Report for the Year 2019-20**

## Internal Quality Assurance Cell (IQAC)

### Action taken report on the decisions of the IQAC Meeting held on 29<sup>th</sup> July, 2019

S. No.	Discussion	Action Taken
1.	It is resolved to discuss about the project work to be done by the final year students.	All the faculty members had approved and finalized the titles of the project work to be done and collected the project permission letters from the final year students.
2.	It is resolved to conduct certificates programs for MBA and MCA students.	<ul style="list-style-type: none"> <li>• Four-week certificate program on 'Quality Management' has been conducted for MBA 3<sup>rd</sup> semester students from 4<sup>th</sup> to 27<sup>th</sup> July 2019.</li> <li>• Six-week training program on 'Network Security tools and best practices has been scheduled from 15<sup>th</sup> July 2019 to 21<sup>st</sup> August 2019 for MCA students.</li> </ul>
3.	It is resolved to conduct guest lectures on career opportunities to the students	<ul style="list-style-type: none"> <li>• Organized guest lecture on "Career Opportunities in various job roles of Financial Industry", on 2<sup>nd</sup> July 2019.</li> <li>• Organized orientation on "Indianism and its relevance in improving communication skills to face interviews on 13<sup>th</sup> July 2019.</li> </ul>
4.	It is resolved to collect student data base by the training and placement cell	Student data base has been collected by the training and placement cell on 16 <sup>th</sup> July 2019.
5.	The cell members discussed about the constitution of Intellectual Property Rights (IPR) Cell.	The Intellectual Property Rights (IPR) Cell has been constituted in the Institution on 24 <sup>th</sup> July 2019 to encourage and promote innovation and research activities among the faculty.

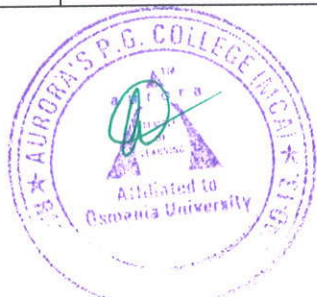


  
 Internal Quality Assurance Cell  
 Aurora PG College (MCA)  
 Ramanthapur, Hyderabad-13.

### Internal Quality Assurance Cell (IQAC)

#### Action taken report on the decisions of the IQAC Meeting held on 30<sup>th</sup> August 2019

S. No.	Discussion	Action Taken
1.	It is resolved to complete the preparation of I semester Student Academic Manuals for MBA and MCA.	Student Academic Manuals of MBA and MCA I Semester students has been completed.
2.	It is resolved to discuss about the guest lectures to be arranged.	<ul style="list-style-type: none"> <li>• Orientation on project work was conducted for MBA 3<sup>rd</sup> semester students on 8<sup>th</sup> August 2019.</li> <li>• A live video demo session on 'Live projects for Finance Specialization' was organized for MBA Finance students on 27<sup>th</sup> August 2019.</li> <li>• An orientation program on 'Practical Strategies' to be applied in FMCG Sector was conducted for MBA final year students on 17<sup>th</sup> August 2019.</li> <li>• A guest lecture on 'Role of E-Commerce in Health care Industry' was conducted on 1<sup>st</sup> August 2019.</li> <li>• A guest lecture on 'Careers in Finance', was organized on 14<sup>th</sup> August 2019.</li> <li>• Guest lecture on 'Anti-Ragging Measures' was organized on 23<sup>rd</sup> August 2019 and on Stress Management by Yoga was organized on 28<sup>th</sup> August 2019 for the students of MBA and MCA.</li> </ul>
3.	Discussed to conduct certificate programs on SPSS and Digital Marketing for MBA Students	<ul style="list-style-type: none"> <li>• A Six-week certificate program on <b>SPSS</b> was organized for MBA students from 1<sup>st</sup> August to 7<sup>th</sup> September 2019.</li> <li>• Four-week certificate program on '<b>Digital Marketing</b>' from 21<sup>st</sup> August to 13<sup>th</sup> September 2019 for MBA students.</li> </ul>
4.	It is discussed to conduct training program on R-language and Google Analytics, for MCA students.	<ul style="list-style-type: none"> <li>• A four-week training program on '<b>R-language</b>' from 5<sup>th</sup> August to 29<sup>th</sup> August 2019 was organized for MCA Students.</li> <li>• Six-week training program on '<b>Google Analytics</b>' was organized for MCA students from 22<sup>nd</sup> August to 28<sup>th</sup> September 2019.</li> </ul>



### Internal Quality Assurance Cell (IQAC)

Action taken report on the decisions of the IQAC Meeting held on 27<sup>th</sup> September, 2019

S. No.	Discussion	Action Taken
1.	It is resolved to prepare detailed schedule of activities for the orientation program	One week orientation program was conducted for the newly joined students from 4 <sup>th</sup> to 18 <sup>th</sup> September 2019 and Induction day- Alaap was organized on 19 <sup>th</sup> September 2019.
2.	It is resolved to conduct Faculty Development Program on SPSS in the next month.	Faculty Development Program on 'Research Methodology using SPSS' was conducted from 24 <sup>th</sup> to 30 <sup>th</sup> September 2019.
3.	It is resolved to conduct bridge courses on Economics, Accounting Principles and C-language.	Bridge courses on Economics and Accounting Principles was conducted for MBA students and a Bridge course on C-language for MCA students from 5 <sup>th</sup> September to 29 <sup>th</sup> September 2019.
4.	It is resolved to conduct Campus recruitment training program for the final year students.	Campus Recruitment Training Program for 60 hours was conducted for final year students of MBA and MCA from 23 <sup>rd</sup> September to 5 <sup>th</sup> October 2019.
5.	It is resolved to conduct Guest Lecture for the students.	Guest lecture on 'Mental Health awareness among students – A lead towards future was conducted on 7 <sup>th</sup> September 2019.

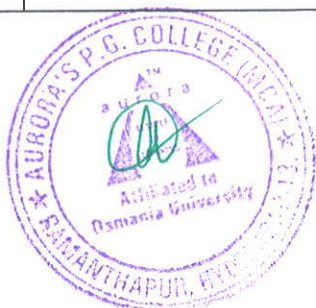


  
 Internal Quality Assurance Cell  
 Aurora PG College (MCA)  
 Ramanthapur, Hyderabad-13.

### Internal Quality Assurance Cell (IQAC)

Action taken report on the decisions of the IQAC Meeting held on 26<sup>th</sup> October, 2019

S. No	Discussion	Action Taken
1.	It is resolved to organize Mini-Convocation Samaroh- 2019.	Mini Convocation – Samaroh was organized on 26 <sup>th</sup> October 2019 and gold medals and merit certificates were awarded to the students with academic excellence.
2.	It is resolved to renew J-Gate and DELNET in the next month	J-Gate was renewed on 21 <sup>st</sup> October 2019 and DELNET was renewed on 31 <sup>st</sup> October 2019.
3.	It is resolved to organize training program on MATLAB for MBA Students in the next month	One-week training program on MATLAB has been organized from 10 <sup>th</sup> October 2019 to 3 <sup>rd</sup> November 2019 for MBA students.
4.	It is resolved to celebrate International Girl Child day	The Women Empowerment Cell of the Institute has celebrated International Girl Child Day on 22 <sup>nd</sup> October 2019. As a part of it Collage competition was conducted for Girl studentson the themesstated below: <ul style="list-style-type: none"> <li>• Child Marriage,</li> <li>• Education Inequality,</li> <li>• Gender-Based Violence,</li> <li>• Climate Change and Self-Esteem</li> </ul>
5.	It is resolved to participate in the activities conducted by the NSS Cell and Cultural Club of the Institute.	The NSS Cell and the Cultural Club of the Institute has conducted and participated in the following activities. <ul style="list-style-type: none"> <li>• The faculty coordinators of NSS Cell along with the students participated in 'Cancer Awareness Run' on 13<sup>th</sup> October 2019.</li> <li>• The Cultural Club has organized 'Batukamma Celebrations' on 4<sup>th</sup> October 2019.</li> <li>• The Cultural Club of the Institute has organized 'Diya Decoration Competition to the students on 23<sup>rd</sup> October 2019.</li> <li>• Rastriya Ekta Divas has been observed in the Institution on 31<sup>st</sup> October 2019.</li> </ul>



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## Internal Quality Assurance Cell (IQAC)

### Action taken report on the decisions of the IQAC Meeting held on 30<sup>th</sup> November, 2019

S. No	Discussion	Action Taken
1.	It is resolved to organize one-week Training Program on UGC NET Examinations- Management in the next month.	The Internal Quality Assurance Cell in association with Research and Development Cell has organized a One Week Training Program on UGC NET Examinations –Management from 26 <sup>th</sup> November to 2 <sup>nd</sup> December, 2019. She said 50 faculty members have participated in the training program.
2.	The cell members have discussion to celebrate Library week in the next month.	Library week celebrations were held from 14 <sup>th</sup> to 20 <sup>th</sup> November, 2019 and as a part of it the Library department has organized Essay writing, debate, book exhibition, book review activities for the students.
3.	The cell members have discussed to conduct training program on MS-Office and certificate program on GST for MBA students in the next month.	<ul style="list-style-type: none"> <li>• A four-week training program on MS-Office has been organized from 4<sup>th</sup> November to 28<sup>th</sup> November 2019.</li> <li>• A four-week certificate program on GST has been organized from 25<sup>th</sup> November to 19<sup>th</sup> December 2019 for MBA III semester students.</li> </ul>
4.	It is resolved to celebrate Internet Day on 1 <sup>st</sup> November 2019.	<p>IT club of the Institute has organized Internet Day on 1<sup>st</sup> November, 2019.</p> <p>On this occasion collage making competition and quiz were conducted and a guest lecture on New trends of Information Technology on 2<sup>nd</sup> November, 2019.</p>

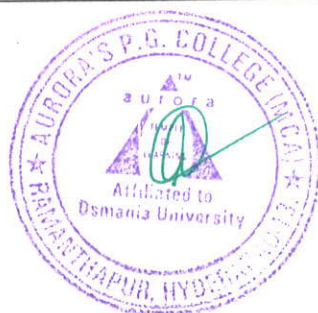



  
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## Internal Quality Assurance Cell (IQAC)

### Action taken report on the decisions of the IQAC Meeting held on 30<sup>th</sup> December, 2019

S. No	Discussion	Action Taken
1.	It is resolved to review the work of all six parameters of NAAC.	Reviewing of NAAC work on all the six parameters for the preparation of AQAR by the IQAC Coordinators is in progress.
2.	The cell members have decided to conduct a training program on Tally for MBA students.	A Six- week training program on Tally was organized for MBA students from 2 <sup>nd</sup> December 2019.
3.	It is resolved to establish Center for Excellence with Henotics Pvt. Ltd in the next month.	Center for Excellence with Henotics Pvt. Ltd. was established on 18 <sup>th</sup> December 2019.
4.	It is resolved to download e-books relating to management and computer applications and to upload them in the D-space.	Nearly 100 e-books were downloaded to upload in the D-space repository of the institution.
5.	It is resolved to organize more guest lectures in the month of December, 2019.	Guest lectures on <ul style="list-style-type: none"> <li>• Balanced Diet for Girls,</li> <li>• Importance of Communication Skills in the Corporate World,</li> <li>• Career opportunities, in SAP,</li> <li>• Anti-corruption</li> </ul> were organized for MBA students.
6.	It is resolved to conduct workshop on Big Data Analytics for MCA students	A Workshop on Big Data Analytics: A demand for Artificial Learning and Machine Learning was conducted for MCA students on 21 <sup>st</sup> December 2019.




  
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### Internal Quality Assurance Cell (IQAC)

Action taken report on the decisions of the IQAC Meeting held on 30<sup>th</sup> January, 2020

S. No	Discussion	Action Taken
1.	It is resolved to conduct curriculum gap analysis for both MBA and MCA courses in the next month.	The faculty members have conducted Curriculum gap analysis for both MBA and MCA courses.
2.	It is resolved to conduct training program on Web Interfaces for MCA students in the next month.	Six- week training program on 'Web Interfaces', has been conducted for MCA students from 20 <sup>th</sup> January 2020 to 26 <sup>th</sup> February 2020.
3.	It is resolved to download thesis from Shodganga and upload it in the D-Space.	More than 200 thesis related to Management and Computer Applications were downloaded from Sodhganga and uploaded in the D- Space Repository of the Institution to assist the research works of the faculty.
4.	It is decided to conduct group discussion on IPR for students.	The IPR cell of the Institute has conducted Group discussion on "Intellectual Property Rights – Its importance for Management and Computer Professionals" on 9 <sup>th</sup> January, 2020.



  
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### Internal Quality Assurance Cell (IQAC)

Action taken report on the decisions of the IQAC Meeting held on 27<sup>th</sup> February, 2020

S. No	Discussion	Action Taken
1.	It is resolved to conduct a certificate program on Project Management in the next month.	A four-week certificate program on 'Project Management', for MBA students has been organized from 17 <sup>th</sup> to February to 12 <sup>th</sup> March 2020.
2.	It is resolved to celebrate birth anniversary of Sarojini Naidu on 13 <sup>th</sup> February, 2020.	Sarojini Naidu's Birth Anniversary was celebrated on 13 <sup>th</sup> February, 2020 by Anvita-Women's Club by conducting essay writing competition on the theme 'Gender Equality' for MBA I year students.
3.	It is planned to celebrate International Mother Language Day.	The Literary Club of the College – Adhyayan has celebrated International Mother Language Day on 21 <sup>st</sup> February, 2020.
4.	It is resolved to organize Aurora Bazar in the next month.	To enrich marketing skills and exhibit the entrepreneurial skills of the students the Cultural Club – Aroop of the Institute has organized 'Aurora Bazar' on 29 <sup>th</sup> February, 2020.
5.	It is resolved to organize guest lectures in the month of February.	<ul style="list-style-type: none"> <li>• Guest Lecture on 'Entrepreneurship as Career' was organized on 12<sup>th</sup> February 2020.</li> <li>• Guest Lecture on 'Technological Innovation, Entrepreneurship and Development', was organized on 18<sup>th</sup> February 2020.</li> <li>• Guest Lecture on 'Career Prospects for MBA' was organized on 19<sup>th</sup> February 2020.</li> <li>• Guest lecture on 'Job Opportunities in MNC's &amp; Career Prospects on 24<sup>th</sup> February 2020.</li> </ul>




  
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### Internal Quality Assurance Cell (IQAC)

#### Action taken report on the decisions of the IQAC Meeting held on 28<sup>th</sup> March, 2020

S. No	Discussion	Action Taken
1.	It is decided to celebrate International Women's Day for one week.	International Women's Day 2020 was celebrated by the Women's Club – Anvitha for one week from 3 <sup>rd</sup> March to 8 <sup>th</sup> March 2020. As a part of it various competitions for the girl students and female faculty were conducted and honored their talents by giving appreciation certificates.
2.	It is decided to enter into an MOU with Young Indians, Hyderabad Chapter, and integral part of CII for the academic year 2020-2021.	As per the suggestion of the Board Members the Institute has entered into an MOU with Young Indians Yi-Yuva, Hyderabad Chapter an integral part of the CII for the next academic year 2020-2021.
3.	It is decided to conduct project review seminars in March and to collect the final copies of the project work by April.	The faculty members of MBA department conducted project review seminars for MBA IV semester students during the month of March and instructed the students to submit the Hard copies of the Project Report by April.
4.	It is resolved to conduct four-week training program on Public speaking for MBA and MCA students in the month of March.	A Four – week training program on Public Speaking Skills has been conducted for both MBA and MCA students from 11 <sup>th</sup> March to 4 <sup>th</sup> April 2020.




  
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### Internal Quality Assurance Cell (IQAC)

#### Action taken report on the decisions of the IQAC Meeting held on 29<sup>th</sup> April, 2020

S. No	Discussion	Action Taken
1.	It is resolved to conduct online classes immediately using EDMODO, Google Meet and Zoom.	Online classes were commenced by the faculty since first week of April using LMS-EDMODO and also uploaded the PPT's, Notes, Assignments and Quiz to the students via EDMODO.
2.	It is decided to conduct a four- week certificate program on Entrepreneurial skills for MBA Students in the next month.	A certificate program on 'Entrepreneurial Skills', was conducted for four weeks for MBA students using Google Meet from 8 <sup>th</sup> April to 2 <sup>nd</sup> May 2020.
3.	It is resolved to organize National Library Week through online mode.	National Library Week has been celebrated in the Institute from 19 <sup>th</sup> April to 25 <sup>th</sup> April 2020, through Google Meet online platform.
4.	It is resolved to collect feedback from Alumni, Parents and employers on curriculum implementation.	Feedback on curriculum implementation for MBA and MCA courses has been collected from Alumni, Parents and Employers in the month of April.
5.	It is decided to motivate faculty and students to participate in webinars and awareness programs on precautions during the pandemic.	A webinar on Master on five fingers for Success was conducted on 29 <sup>th</sup> April 2020. A good number of faculty and students have participated in the webinar.

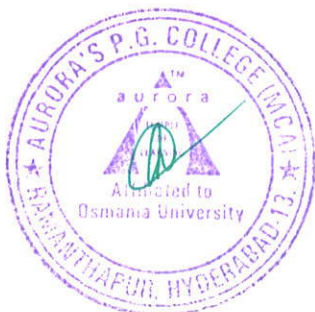



  
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### Internal Quality Assurance Cell (IQAC)

Action taken report on the decisions of the IQAC Meeting held on 25<sup>th</sup> May, 2020

S. No	Discussion	Action Taken
1.	It is resolved to collect monthly reports of online classes from the respective subject faculty.	All the faculty are informed to submit the monthly reports of online classes in their respective subjects to the department.
2.	It is decided to collect to student feedback on curriculum implementation.	Student feedback has b collected and the students were very much satisfied on the curriculum implementation even in the crisis situation.
3.	It is resolved to prepare student academic manual for the forthcoming semesters for both MBA and MCA courses.	To prepare Student Academic Manual for the forthcoming semesters subjects were allocated to concerned faculty for preparing Session plans.
4.	It is resolved to conduct a two days orientation program on UGC NET examination in the month of May	Two days orientation program on UGC NET examinations was conducted on 21 <sup>st</sup> and 22 <sup>nd</sup> May 2020 and around 150 faculty members and students have participated in the program.
5.	It is resolved to conduct a four – week certificate program on Academic Research Writing in the month of May.	A four-week certificate program on Academic Research Writing has been conducted for MBA students from 4 <sup>th</sup> to 28 <sup>th</sup> May 2020 using Google Meet Platform.

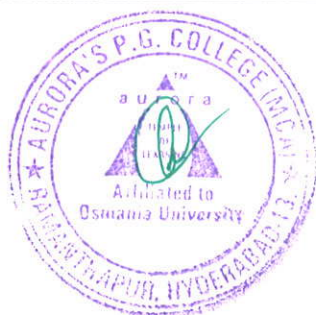


  
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## Internal Quality Assurance Cell (IQAC)

Action taken report on the decisions of the IQAC Meeting held on 27<sup>th</sup> June, 2020

S. No	Discussion	Action Taken
1.	It is resolved to continue online classes using online platform to finish the syllabus.	Online classes were continued using online platform by the faculty to finish the syllabus.
2.	It is resolved to incorporate the suggestion provided by the cell members relating to NAAC work.	The suggestions provided by the cell members relating NAAC work of all the six parameters were incorporated by the faculty.
3.	It is resolved to conduct a four- week certificate program on Competency Development.	A four-week certificate program on Competency Development has been conducted for MBA students from 3 <sup>rd</sup> to 27 <sup>th</sup> June, 2020 using Google Meet platform.
4.	It is decided to implement ERP system using Microsoft in the college.	ERP System Microsoft software has been implemented in the college.
5.	It is decided to conduct training program for administrative staff in the month of June.	A training program on application of Master soft for administrative staff has been conducted by the IQAC coordinators.
6.	It is resolved to conduct a national level quiz for a week in the area of marketing.	One week national level E- quiz on marketing has been conducted from 15 <sup>th</sup> June to 22 <sup>nd</sup> June 2020.



  
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